



# **Nevada City Parks & Recreation**

## **Pioneer Park – Bandshell**

### **Use Guidelines**

#### **Contact Information:**

For questions or information:

Phone #: 265-2496 x129 or <http://www.nevadacityca.gov/facilityview.aspx?fid=43&catid=564>

Facility Address (Do NOT mail anything to this address.):

Pioneer Park – Bandshell; 421 Nimrod St, Nevada City, CA 95959

Contacts during use of the building:

During business hours – 265-2496

Non-business hours – 265-2626

**The following guidelines are for any Rental that takes place at the Bandshell located in Pioneer Park.**

#### **Before Using the Facility:**

- All renters must have a completed contract and proof of insurance on file with Nevada City Parks and Recreation and all fees must be paid.
- The Renter, named on the contract, must be at least 21 years of age and monitor the facility throughout the entire rental.
- If alcohol will be **sold** at the event, the Renter is responsible for acquiring an Alcohol License from ABC ([www.abc.ca.gov](http://www.abc.ca.gov)). A copy of this permit must be provided to the City. If alcohol will be **served/BYOB** at the event, the Renter will receive a Nevada City Alcohol Permit at the time of the event.

#### Payments

- Cash and Check payments should be mailed to City Hall, Attn. Parks & Recreation; 317 Broad St., Nevada City, CA 95959
- Credit card payments cannot be made at City Hall. However, City staff can email a link to you for online payments. A 3% convenience fee will be added to your total.
- Rental fees are due at least 30 days prior to the rental date.
- A Cleaning Deposit is due at least 30 days prior to the rental date. If the facility is cleaned as directed, the cleaning deposit will be refunded to the Renter within 30 days of the event or 30 days of returning the facility key(s).
- Refunds for cancellations will only be granted up to 30 days prior to the event date, minus a \$25 processing fee.
- If foul weather causes a cancellation of the event, Renters may request a 50% refund or transfer fees to another date.

#### Insurance

Proof of insurance is required from all Renters. A current and valid certificate of General Liability Insurance must be provided, in the amount of \$1,000,000 and an endorsement (CG2026 or equivalent) naming the City of Nevada City as additional insured. Proof of Insurance must be provided at least 30 days prior to the rental date. A sample copy of the required insurance is available on the City's website.

#### **During Use of the Facility:**

- Any amplified music, loud voices & other noise must be terminated by 9:00pm.
- Amplified music and noise levels shall not exceed 60 decibels per City Ordinance 8.20.020
- Music events may not go longer than 4 consecutive hours.

- The Renter is responsible for alcohol consumption of the event guests.
- Driving on the lawn can result in broken sprinkler heads. If you think you may need to drive on the lawn to set up for your event, this must be discussed with City staff and approved in advance.
- Event activities may not block tennis court parking lot unless approved in advance.
- No rice, birdseed or confetti can be used inside or around the facility.
- If guidelines are not being followed police or facility management have the authority to shut down the event.
- There are NO refunds on rental fees or cleaning deposit if an event is shut down.
- Renters will be given a key to the gate located next to the tennis courts. This access road is to be used for loading and unloading only. Renters and their participants should not park inside the gate. Renters will also receive a key to the Bandshell.
- Smoking is not allowed inside the Bandshell or in Pioneer Park per ordinance 2010-01. Renters are responsible for enforcement of this rule. Posting of signs is encouraged for large events.
- Do not leave the lock unlatched. A missing lock will cost you your cleaning deposit.

#### **Other:**

- All pets must be on leashes.
- Items lost or left behind are not the responsibility of the City of Nevada City.
- Renters must provide their own supplies & equipment (i.e.: presentation, audiovisual, decorations, etc.)
- Keys to the facility must be picked up at City Hall, one business day prior to the event. Keys must be returned to City Hall the first business day following the event. Keys can also be returned to the drop box that is located outside the front doors of City hall. There is a \$100 fee for each lost key.
- In the event that the Rental Contract provides for ongoing or repeated events using the facility for more than a single occasion, either party may terminate the Rental contract at any time by giving two weeks advance written notice. Processing fees may apply.
- There may be other events taking place at the park on the same day or time as your event. You can find out about some of these events by checking the City's online reservation calendar: <http://www.nevadacityca.gov/facilityview.aspx?fid=43&catid=564>, NC Little League website: <http://nevadacitybaseball.com/Org/Home.aspx?d=uSrmLaewjHFDP7ndqSIS%2bw%3d%3d>, or calling the swimming pool during the summer season (530-265-8223).
- Groups larger than 400 people are required to provide porta-potties, extra dumpsters and recycling containers. Large groups may also be required to pay additional cleaning deposit fees.
- Large events that are open to the public may be required to have a professional security guard. The name & phone number of the guard must be provided to the City.

#### **Before leaving the Facility:**

- The premises shall be cleaned up and vacated by 10:00pm. (See Cleaning Checklist )
- Renters that leave the facility and surrounding area unclean or create damage to the facility will lose their cleaning deposit and be charged an additional \$30 per hour for City staff cleaning time.
- *This is a community park. Fees are kept low by expecting each person and group who uses the park to be good stewards and clean up after their use. Keep in mind that the way you leave the park is how the public or next renter is going to find it. If you have any questions about where to find cleaning supplies, please ask in advance of your use.*